

J O B A N N O U N C E M E N T

POSITION TITLE: Case Manager (Bargaining) **PCN:** 103017, 103036 and 103115

DEPARTMENT/LOCATION: Workforce Development/Northland **P. R.:** O10

REPORTS TO: Case Manager Supervisor

RESPONSIBILITIES: Process workforce development work activity penalties and sanctions according to county, state and federal performance requirements; apply penalties and sanctions; make adjustments to cash payments as needed. Research case inquiries, case discrepancies or special reviews; review and deem good cause verifications as acceptable or unacceptable; conduct compliance reviews and process compliance agreement documents; prepare appeal summaries and attend scheduled hearings and reinstate benefits accordingly; gather and document personal, financial, and employment information, verifications and other documentation; conduct interviews over the phone; authorize or deny participation in and payments from public assistance programs and services. Assist clients in obtaining, understanding and utilizing services; provide information and answer questions regarding public assistance and social service resources; advise clients regarding rights and responsibilities for participating in programs and services; make referrals and recommendations; identify service delivery problems or barriers and initiate problem resolution; conduct case conferences.

MINIMUM QUALIFICATIONS: An Associate's degree in social work or human services supplemented by two (2) years experience in social work, case management or public assistance programs; or a Bachelor's degree in any field; or any four (4) year combination of related training and experience.

STARTING SALARY: \$18.81 per hour plus a Comprehensive Benefits Package
180 day probationary period

DATE POSTED: Wednesday, November 09, 2016

DEADLINE TO APPLY FOR INTERNAL APPLICANTS ONLY: Wednesday, November 16, 2016

DEADLINE TO APPLY FOR EXTERNAL APPLICANTS: Wednesday, November 23, 2016

If interested, please go to <http://Commissioners.FranklinCountyOhio.gov/HR/> and apply on-line.

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